



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

CORRECTED COPY**DIVISION OF HOUSING POLICY DEVELOPMENT (HPD)****HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE II**

3 FULL-TIME LIMITED-TERM POSITIONS (24 months)

Salary: \$4,316 - \$5,247 Per Month

Final Filing Date: December 24, 2003 or until filled**DUTIES:**

HPD identifies the State's housing needs and administers laws and recommends policies and strategies for jurisdictions to meet local needs. HPD also prepares and implements the California Statewide Housing Plan, the State's guiding housing policy document; prepares and submits to HUD a Consolidated Plan to receive millions of federal dollars for housing and community development; administers State housing element law; and approves local government strategies to reduce barriers that impede housing development; and administers grant programs. Duties include, but are not limited to the following:

Provides technical assistance to localities developing housing elements of their general plans; reviews, comments and approves housing elements; and assists localities in implementing housing programs.

Implements and administers the Workforce Housing Incentive Grant Program authorized by passage of the November 2002 Housing Bond (Proposition 46), providing incentives to local jurisdictions encouraging and approving additional housing developments.

Researches and reports on housing, community development, planning, building codes, and local, State, and federal laws and programs. Assists local government representatives, housing providers, and other concerning a range of governmental housing, planning, and financing programs and requirements. Performs other administrative and support activities related to the Division's continued development of technical assistance and housing information..

**DESIRABLE
QUALIFICATIONS:**

Strong verbal, writing and editing skills; knowledge of planning, housing and community development, and related subjects; ability to provide technical assistance to localities, developers, and others regarding housing; research and analyze data, draw conclusions and make recommendations, and report results; must be able to do a moderate amount of travel; and experience with computer software (programs for writing, spreadsheet, and presentations, etc.).

LOCATION:

Department of Housing and Community Development - HPD
1800 Third Street, Room 430, Sacramento, California

WHO MAY APPLY:

Persons currently at the HCDR II level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies. Position may be downgraded to a HCDR I for recruitment purposes. Positions may become permanent at a later date.

**SUBMIT RESUME &
APPLICATION TO:**

Cathy E. Creswell, Deputy Director, HPD
P. O. Box 952053, MS 430
Sacramento, California 94252-2053
(916) 323-3176

An Equal Opportunity employer, a drug-free and safe work place.

Deleted: ¶

California Relay (telephone) Services for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922

**Position # 306-8962-344 &
306-8962-xxx & 306-8962-
197**

HCD #651 7-14 & 10-1**December 10, 2003****JOB OPPORTUNITY**

